



C. E. A.

CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

THIS BULLETIN CANCELS AND SUPERSEDES THE BULLETIN ISSUED ON 02/24/06.

DEPARTMENT: CALIFORNIA DEPARTMENT OF EDUCATION

POSITION TITLE: *Assistant Director, Nutrition Services Division, C.E.A Level 1*

MONTHLY SALARY: \$5,768.00 - \$7,324.00

FINAL FILING DATE: Until Filled

DUTIES AND RESPONSIBILITIES

Under the general direction of the Nutrition Services Division Director, the Assistant Director of the Nutrition Services Division is responsible for providing leadership in program policy development and administration, training, and oversight for California's preK-12 federal and state school meal programs. In accordance with the Superintendent's directives and those of the controlling agencies, the incumbent is responsible for ensuring the Division meets the challenges facing school nutrition programs including identifying and implementing reimbursement mechanisms for school meal programs in coordination with local school district boards and administrative staffs, local and state fiscal staff, and cross divisional cooperation within the California Department of Education (CDE); disseminating school nutrition policy directives from controlling agencies; promulgating regulations as necessary; designing, publishing, and distributing information for school administrators, school food service staff, teachers, students, and others to promote healthy school nutrition practices; oversight of statewide education initiatives; and oversight of compliance monitoring of nutrition programs in more than 1000 school districts, child and adult care centers, and sponsors of day care homes. The incumbent represents the Division Director and the Deputy Superintendent at hearings or meetings called by the State Board of Education, the Legislature, and other controlling agencies. The incumbent provides leadership and supervision to six regional field units, two program units, and a nutrition education and policy unit. Collectively, the units within the Division assist school districts and their communities in creating well-planned nutrition environments that are safe, clean, healthful, and accessible to all students.

FILING REQUIREMENTS

All applicants must be a civil service employee with permanent California state civil service status, a Legislative employee for two or more consecutive years as defined in Government Code 18990, or a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992. All applicants must **also** meet the Minimum Qualifications specified on page 2.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MINIMUM QUALIFICATIONS

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities:

- a. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal opportunity program objectives; and a manager's role in equal employment and labor relations and the processes available to meet these objectives.
- b. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; develop and implement administrative policies and procedures; supervise the analysis and implementation of legislation; integrate the activities of diverse interests to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review extensive reports on a variety of subjects; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The above knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer; in State service, other government settings, or in a private organization.)

DESIRABLE QUALIFICATIONS

In addition to the Minimum Qualifications stated above, applications will be screened and evaluated on the following Desirable Qualifications:

1. Direct administrative or supervisory experience planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
2. Experience in effective and efficient staff development, team building, and providing technical assistance to a diverse and complex constituency.
3. Experience and familiarity with federal and state legislation affecting child care and school nutrition programs requiring state compliance and monitoring.
4. Experience and familiarity with the role and the working practice of local school and child care nutrition operations.
5. Knowledge and understanding of the importance of nutrition programs and nutrition education, and how they influence the success of a student in California's preK-12 education system.
6. Ability to work effectively with a diverse educational community that includes the State Board of Education, district and county office administrators, data managers, technology coordinators, professional organizations, and journalists.
7. Ability to speak effectively before large and small groups, representing the Department's position.
8. A clear understanding of the Superintendent of Public Instruction's philosophies and objectives relating to the nutrition and health of California's public school students and the ability to translate those positions to the staff in the Division.

EXAMINATION INFORMATION

This examination will consist of the standard State application (STD. 678) and "Statement of Qualifications" screening process and possible interviews. In addition to completing and submitting a standard State application (STD. 678), **all** candidates must prepare a "Statement of Qualifications" responding to specific information on his/her background, knowledge, skills and abilities as meeting the Minimum Qualifications and Desirable Qualifications (specified on page 2). The information provided in the "Statement of Qualifications" will serve as an objective record of each candidate's background and will facilitate discussion of the candidate's qualifications during the examination process. It will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. **Applications received without the required "Statement of Qualifications" will be disqualified.**

- The Selection Services Office staff will assess applications to assure applicants meet the minimum qualifications.
- A departmental evaluation committee will screen applications and "Statements of Qualifications" based on the identified Minimum Qualifications, the Desirable Qualifications for the position, and the competitive nature of each candidate's relevant knowledge, skills, and experience. Interviews may not be held if they are found unnecessary to make a selection. **If interviews are held, only the most qualified candidates will be scheduled for an interview.**
- The results of this examination will be used solely to fill the position of Assistant Director, Nutrition Services Division, C.E.A. Level 1. Applications will be retained for 12 months should a subsequent vacancy for Assistant Director, Nutrition Services Division, C.E.A. Level 1 occur.

HOW TO APPLY

Applicants must submit a standard State application (STD. 678) **AND** a Statement of Qualifications (not more than two pages) providing specific information on how his/her background, knowledge, skills, and abilities meet the Minimum Qualifications and Desirable Qualifications (specified on page 2).

Statement of Qualifications MANDATORY Requirements:

Responses must be typewritten or generated by personal computer on 8 ½" by 11" paper with a minimum font size of 10. Submit standard State application (STD. 678) and "Statement of Qualifications" to:

**California Department of Education
Selection Services Office
1430 N Street, Room 1802
Sacramento, CA 95814**

Questions regarding this examination should be directed to Melanie Moreira at (916) 319-0689 or (916) 319-0857 (VOICE/TDD).

**California Relay Telephone Service for the Deaf or Hearing Impaired:
TDD: 1-800-735-2929 VOICE: 1-800-735-2922**